

IOWAccess Advisory Council
Meeting Minutes of September 14, 2005, 1:00 PM
Hoover Building, Level B, Conference Rooms 2 and 3

F i n a l

- Present: Sheila Castaneda, Quent Boyken, Herb Strentz, Barbara Corson, Marsha Ternus, Mary Maloney, Tom Gronstal, Miriam Ubben, Kelly Hayworth, David Redlawsk, Dick Neri
- Absent: Glen Dickinson, Tina Schmidt, Vicki Lensing, Bob Brunkhorst, Jeff Danielson
- Guests: Kathleen Uehling, Paul Wieck, Nicole Gehl, Denise Sturm, Charlie Smithson, Tim Erickson, Mark Uhrin, John Gillispie, Pat Deluhery, Tom Shepherd, Diane Van Zante (recorder)

Council Chair, Sheila Castaneda, opened the meeting and noted that a quorum of members was in attendance.

1. Approve Minutes – Sheila Castaneda.

Quent Boyken and Tom Gronstal moved approval of the July 13 morning and afternoon meeting minutes. An oral vote was taken, unanimously approving the minutes as written.

2. Finance Report – Denise Sturm.

This is the first financial statement for FY06, showing figures through 7/31/05. The million dollar appropriation has not yet been received, but will probably be drawn into the fund within the next couple of weeks. For monthly receipts, drivers' record fees are down from last year; this seems to be a trend. In terms of expenditures, recurring Information Technology Enterprise (ITE) support costs are remaining about the same as last year. Under the expenditures category, we are now breaking application development and support into projects approved before 7/1/05 and after 7/1/05. Current net assets are \$2.4 million. New project costs for FY06 were estimated at \$1.6 million. Unobligated cash is about \$596,000.

The Council asked about the possibility of encumbering IOWAccess funds. Because the IOWAccess fund is a revolving fund, that is not possible. Under a revolving fund, money does not revert at the end of the fiscal year.

Council members felt it would be helpful if meeting agenda items included the amount of funding being requested and indicated a total being requested for the whole meeting.

3. Update on Technology Governance Board (TGB) and IOWAccess RFP – John Gillispie.

The TGB is meeting monthly and has held two meetings. They did approve the convenience charges that the IOWAccess Advisory Council recommended. We are still defining the process they will use to approve projects. The Board is still short one public member.

The initial IOWAccess RFP was cancelled and is being reissued, hopefully within the next week. In the meanwhile, we have extended the current contract with Iowa Interactive. The first RFP was not as detailed as it should have been; the second RFP was more specific.

A gentleman from Alliance Technologies was in attendance at the meeting and posed questions about the re-issue. The Council determined that the meeting was not the correct forum for such a discussion.

4. Update on e-Government Policy Research Project – Dr. Yu-Che Chen, Iowa State University.
Dr. Chen was not able to be at the meeting. A written update was previously provided with the monthly status report which was E-mailed to council members on 8/25/05.
5. Convenience Fee for Online Permits for the Installation and Alteration of Elevators - Kathleen Uehling, Iowa Workforce Development (IWD).
The Iowa Division of Labor Services within IWD is responsible for administering a safety inspection program for elevators and related equipment. A new system for electronic submission of applications and permits is nearly complete. Labor Services proposes charging elevator installation companies the cost of credit card processing; currently, they can accept credit cards and are working to incorporate bank debit. Quent Boyken moved approval of the suggested fee which is a variable fee from \$6.50-\$18.75 for new installations and \$4.30-\$18.75 for alterations. Dick Neri seconded the motion. An oral vote was taken, resulting in unanimous approval.
6. Iowa Supreme Court Commissions Project - Paul Wieck, Judicial Branch.
Project concept: to provide the public online information regarding Iowa lawyers and certified shorthand reporters, provide online license-related services to lawyers and court reporters, provide online continuing legal education application services to sponsors and lawyers, and provide electronic reporting and interest payment services. There are three steps: create an external web interface to Commission services, convert the existing Access database to Oracle, and develop an internal interface. The IOWAccess Advisory Council funded one-half of the planning phase of this project. Remaining execution costs for the project are \$391,910. Court Commissions has the funds to pay half of the costs, they are seeking the other half (\$195,955) from IOWAccess. No additional IOWAccess funds are anticipated once the system is up and running. Kelly Hayworth and Mary Maloney moved approval of the request. There was one discussion point; if the Council approves everything presented today, that would be about \$750,000, which is about half of the projected total spend for the year. That could also have a bearing on future project requests. The Chair asked for suggestions, as council members have no idea what projects will be presented in the future. One thought was that if the Council finds itself at a meeting where the requests outnumbered the dollars, they could start prioritizing them. What would the Information Technology Enterprise (ITE) do if the IOWAccess fund runs out of money? ITE does not limit what agencies bring to the Council, ITE only acts as a go-between. The fact that the Court is willing to pick up half the cost is appealing. An oral vote was taken, unanimously approving the funding.
7. Social and Charitable Gambling Application - Department of Inspections and Appeals.
This application allows licenses to be renewed online. In November of 2003, funding was originally requested under a best-guess method. Mark Uhrin advised that an additional

\$25,000 was needed for implementation. Marsha Ternus and David Redlawsk moved approval of the request. Asked if the agency had any funds to help pay for this itself, Mark responded no. An oral vote was taken, unanimously approving the additional funding.

8. Lobbyist/Client Tracking System and Personal Financial Disclosures - Charlie Smithson, Iowa Ethics and Campaign Disclosure Board (IECDB) – Request for \$170,037.66. This project appears to consist of forms that the lobbyist fills out online (rather than on paper) which go into a system that is ultimately searchable by the public (registration, quarterly reports, client reports, etc.). After initial review of this project, the Chair did some checking on the cost figures that were supplied; her resources indicated that the cost seemed quite excessive based upon the low level of complexity. Until the legislature mandates online filing, people can still file on paper. There are currently approximately 400 lobbyists and 500 clients.

What does the planning process consist of? Mark Uhrin explained that an agency first approaches ITE with a project. ITE then identifies a project manager and a technical architect. Those individuals sit down with the customer and generate a statement of work, based upon the project scope and business processes, detailing what needs to be done and what that will require.

Miriam Ubben made a motion to table the request for both projects (Lobbyist/Client Tracking System and Personal Financial Disclosures) and have IECDB bring back a more detailed cost sheet, justifying current costs (better delineation of costs) or scaling back the ones that were presented. The Council also needs a better indication of the project's functionality. John Gillispie mentioned that the system would perform cross-checks as well as simple filing functions. Quent Boyken seconded Miriam's motion. The Council commented that the proposal seemed to have a number of red flags. John asked how the additional planning costs would be covered. There was a suggestion that ITE might utilize the discretionary fund. An oral vote was taken and passed, with one dissenting vote cast by Tom Gronstal.

9. Online Order Entry and Liquor Inventory Management System – Nicole Gehl, Commerce – Alcoholic Beverages Division (ABD). Nicole stated that ABD is a charter agency; as such, they promised the Governor they would increase revenue to the general fund. Creating an online order entry system would streamline the process, which is currently conducted by phone or fax. The agency is requesting \$90,000 in funding for pre-planning. ABD hopes to purchase off the shelf software. A question arose as to why such a large amount was needed. The cost estimate was compiled by ITE; John advised that because of the way ABD operates in Iowa, it would take quite a bit of time to document the job specifications. The legislature regularly evaluates whether the State's monopoly on liquor sales is the best option. ABD was asked if it had any money to pay for part of the planning phase. ABD is considering some different options. There was some sentiment expressed that an agency should contribute to the planning process as well. John indicated that ABD would be contributing, however it would be in the form of an in-kind contribution (man hours), rather than dollars. One of the Council members noted that it was incumbent upon the Council to assess individual projects/processes to determine if the agency's project plan is truly the best or if a better option exists. ABD does not intend to

come back to the IOWAccess Advisory Council for implementation funding, but to find another funding source. Will ITE have the resources available to accomplish this project in the next six months? Mark Uhrin believes that the resources are in place. David Redlawsk and Kelly Hayworth moved approval of the request. An oral vote was taken and passed. As the Director of the Department of Commerce which oversees the Alcoholic Beverages Division, Tom Gronstal abstained from the vote.

Online Access to Licensing and Regulatory Documents for Liquor Licensees – Nicole Gehl, Commerce – Alcoholic Beverages Division.

This project is simply intended to provide regulatory information online. At present, the information repository is housed internally. ABD wants to make it accessible online. The online repository would include liquor law violations and contested case hearings, plus archived files. The agency is requesting \$45,000.

Questions/comments:

Has the Alcoholic Beverages Division Board reviewed this proposal? No.

Does ITE have the resources to take on this project? Yes.

We're taking on new projects when we can't get the old ones completed?

Do you anticipate coming back for additional funding? That is possible.

There are off the shelf products that do this for about \$20,000.

Mark Uhrin explained that ITE's planning phase takes a project right up to the stage where it can be handed off to a coder. ITE staff has wrestled with this approach, trying to determine if the process should be scaled back.

Quent Boyken and Kelly Hayworth moved approval of the request. An oral vote was taken and passed. Council members Miriam Ubben, Sheila Castaneda, and Herb Strentz opposed the motion. As the Director of the Department of Commerce which oversees the Alcoholic Beverages Division, Tom Gronstal abstained from the vote.

10. Soil Conservation Grant Management - Ken Tow, Iowa Department of Agriculture and Land Stewardship (IDALS).

Originally, IDALS received \$10,000 for the planning phase of their project to automate programs for water and soil conservation management. The system is entirely paper based now. IDALS has been meeting frequently with ITE staff over the last year. ITE initially thought it could re-use another system, but has since discovered that it cannot and that IDALS' system needs are much more complex than originally thought. Today's funding request is for \$140,000 to document all the processes and complete the data models, etc. There should be much more functionality with the online system than the paper-based system. Herb Strentz and Barbara Corson moved approval of the request.

Questions/comments:

What happens after this? It's becoming clear that planning is more than what we originally thought.

The initial concept was to incorporate a planning phase to help tell us what the overall cost was to implement. We seem to be getting planning and design. Is that what the board wants, especially in light of the fact that we may not be funding everything that comes along?

Does IDALS know where it might be getting the implementation funding? No.
We may get to the point where we spend a great deal of money for planning and then don't have the money to fund implementation.
Council members would be interested in seeing the total project cost estimate.

An oral vote was taken and passed, during which time Tom Gronstal was temporarily out of the room. Miriam Ubben cast an opposing vote.

11. Hosting Fee for First Lady Vilsack's Book Club - Mark Uhrin, Department of Administrative Services.

This is a request for \$1,500 to cover the costs of hosting the application within ITE for the next year. David Redlawsk and Barbara Corson moved approval. An oral vote was taken and unanimously approved.

NOTE: Council members took a brief recess. Due to other commitments, Mary Maloney and Miriam Ubben left the meeting, however there were still enough council members present to constitute a quorum.

12. Discussion of e-Government Funding Program for Local Governments and Proposal for an Initial Application - John Gillispie, DAS-ITE and the Council.

Council members previously expressed an interest in funding more local government programs. John suggested that the Council consider a school closing notification system. Citizens could sign up to receive notification via cell phone or E-mail. John has already mentioned this to the Director of the Department of Education. She believes this is a good idea, but there is no funding to pay for such a system.

ITE created a mock up of a school notification/parental notification system. At present, funding is coming from the small projects fund. This is a unique opportunity to do something for local government; no other state government has done anything like it. John plans to proceed with this project. If he sees that the cost is approaching \$25,000 (the upper limit of the small projects fund), John will bring this item back to the IOWAccess Advisory Council for further discussion.

13. Discussion of FY07 IOWAccess Budget Offer – John Gillispie, DAS-ITE.

The Council indicated a desire to move forward with more local government initiatives. The first document is a status quo offer for \$1 million. The trend for driver records is downward, so revenues are down. If the Council chooses to pursue local government initiatives, John does not believe that current resources are sufficient. There is also uncertainty whether the legislature would be inclined to grant more than \$1 million. Does the council want to pursue an enhanced funding request? The second offer seeks increased funding from the \$1 million to expand the applications and services offered through IOWAccess.

Questions/comments:

We should ask for more money. Not to do so says that we have enough money for current requests and we do need more money for the development of e-government. If we seek additional funds, then it is up to the Legislature to decide what to do.

Agree, but would like to see the person overseeing the IOWAccess Advisory Council hired sooner rather than later.

What is the risk? More scrutiny.

It would be irresponsible to solicit local government projects without requesting additional resources.

Quent Boyken and Tom Gronstal moved submission of a \$2 million request. The offer process is supposed to give the legislature and Governor an opportunity to prioritize things. The Chair called for an oral vote which resulted in unanimous approval.

NOTE: Due to other commitments, Marsha Ternus left the meeting, however there were still sufficient council members present (8) to constitute a quorum.

14. ITE Project Updates - Mark Uhrin, DAS-ITE.

Due to time constraints, the Council skipped this agenda item.

15. Iowa Interactive Report - Tim Erickson, Iowa Interactive.

The accident report application is up and running. The administrative rules application is in test mode. When projects go live, the Chair would like council members to be notified via E-mail so that they can view the end product.

16. Wrap up and Adjourn - Sheila Castaneda.

The next meeting is November 9, 2005. For 2006, meetings will be held the second Wednesday of every other month. Prior to the next meeting, there will be a new IOWAccess website. It will contain all the documents that the Council receives.

Agenda items for the next meeting:

- 2006 meeting schedule – 2nd Wednesday of every other month
- Education on what goes into ITE's planning phase
- Decision on what the Council wants the planning phase to include
- Local government brochure
- Demo on camp ground reservation system

There being no further business, the meeting adjourned at 4:10 p.m.

Post meeting discussion: The concept paper should include a question about where the agency expects to obtain funding for the implementation phase of their project.